



# Welcome Aboard

Welcome to the National Weather Service (NWS). You are joining a team of dedicated individuals committed to service. We believe you will find much personal satisfaction from your employment at the NWS.

Click on the word(s) **underlined in red** throughout this presentation to find out more information on topics important to you. After reading the information on the Web Site, click on close ☐ X to return to the current page in this presentation.

To advance through this presentation click on mouse or space bar.



# We're Glad You're Here

This presentation will guide you through the New Employee Orientation Web Site, your source for valuable information and links. Please make one of your first stops the:

[NEW EMPLOYEE ORIENTATION  
WEB SITE](#)

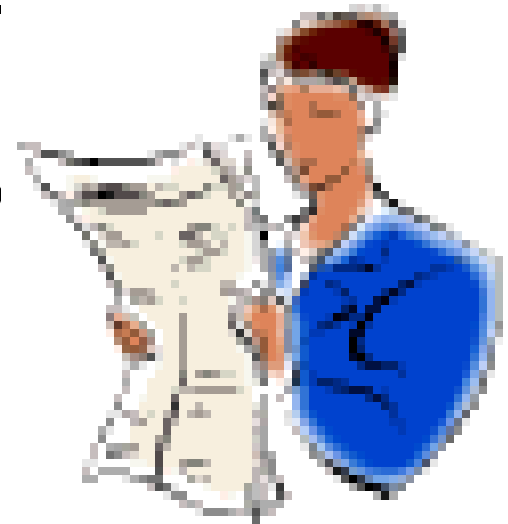
Our director is waiting to welcome you!





# Read All About Us!

- [Mission](#). Read our Mission statement.
- [NWS History](#). Learn about our history and why and when we were established.
- [NWS Organization](#). See how we are organized.





# NWS Buddy Program

- Do you have a buddy? Hopefully you do.  
Buddies:



- Will introduce you to your coworkers
- Will familiarize you with the equipment you need to get your job done. (Where are the supplies? What's the copier code? How do I fill out my time and attendance?)



# More about Buddies...

- Serve as your point-of-contact for answering any questions you may have. (What are the lunch-break, smoking-break policies? Where is the best place to eat around here? How do I find information about ....)

Find out more information about  
the [NWS BUDDY PROGRAM](#)



# NOAA Services – “Perks at Work”

**The NWS is a family-friendly workplace.  
Here are some work-life perks available to  
employees:**

- **Employee Assistance Program (EAP)** – Life’s problems can become too much to handle sometimes. EAP offers help with such problems as marital issues, substance abuse, relationships, and other situations causing personal distress. More info [here](#).
- **Employee Worklife Center** – Juggling worklife responsibilities can sometimes be difficult. The Employee Worklife Center can help you manage. More info [here](#).





# More Perks

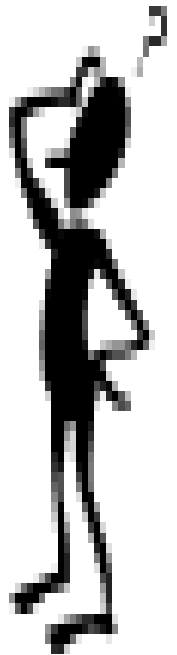
- **Hardship Transfer Consideration** – Sickness, aging parents, divorce – life happens. Sometimes relocating may seem like the only way to deal with a family issue. More info [here](#).
- **Department of Commerce Federal Credit Union** – Banking services at or near work and on the Web. Find out [more](#)
- **Toastmasters** – Get rid of that fear of public speaking. More info [here](#)
- **Health Unit** – Keep yourself healthy (free to nominal charge for medical screenings)





# Human Resources: A Valuable Tool

- Employment Questions:
  - When do I get paid?
  - What is the holiday schedule?
  - How much leave do I earn?
  - Can I work an Alternative Work Schedule?
  - Where can I find a list of job vacancies?
  - Can I make personnel changes online?



Need answers?





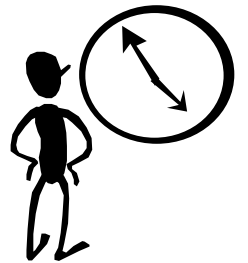
# Employee Benefits

- The benefits of employment range from insurance plans (health, life, long term care) to investment packages (Thrift Savings Plan, Savings Bonds) to paid time off (annual/sick leave, leave donation program)
- Learn about these and many other benefits by visiting the [Human Resources](#) section of the Web site



# Employment Options

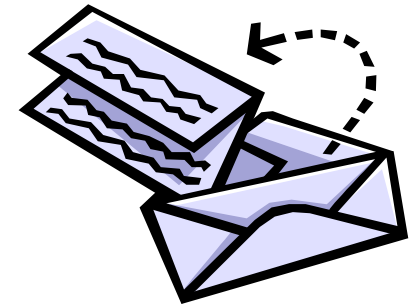
- NWS has developed several programs to assist its employees.
  - **Alternative Work Schedule** – Work extra hours a day in return for a day off
  - **Telework** – Coming Soon! With supervisor's approval, you could work from home!





# Employee Tools

- **Correspondence Manual** – learn how to prepare NWS correspondence



- **NWS Directives System** – find out about NWS policies and procedures

Find out [more](#)



# Awards/Recognition

- **NWS Cline Award** – Identify and recognize operational excellence of line employees in the delivery of products and services supporting and enhancing the achievement of NWS strategic and operating plans.
- **NWS On-The-Spot Awards Program** – Recognize good performance with merchandise-type items, for day-to-day efforts which contribute “in a special way” to getting the work done.



# More Awards...

- **NOAA Incentive Award Programs** – Recognizes employees' significant achievements and ideas that benefit the NOAA, DOC, and the Federal government.
- **NOAA's Administrator's Award** – Recognizes employees or groups who have made significant contributions to NOAA's mission.
- **NOAA' Distinguished Career Award** – Recognizes employees who have made long-term contributions and commitments to accomplishing NOAA goals.



# More Awards...

- **NOAA's Unit Citation Award** – Recognizes groups of employees who, because of their individual and collective efforts, have made substantive contributions to NOAA's mission.
- **Employee and Team Member of the Month Awards** – Both awards reward excellence for demonstrated and sustained effort in advancing NOAA's mission.





# Department of Commerce Awards

- **DOC Gold Medal and Silver Medal Awards, NOAA Bronze Award**
  - **Gold:** Distinguished performance characterized by extraordinary, notable or prestigious contributions that impact the Department





# More DOC Awards...

- **Silver:** Exceptional performance characterized by noteworthy or superlative contributions which have a direct and lasting impact within the Department
- **Bronze:** Superior performance characterized by outstanding or significant contributions which have increased the efficiency and effectiveness of NOAA



# NWS Commitments

## **Equal Employment Opportunity** –

NOAA and NWS are committed to equal employment opportunity. Questions about equal employment opportunity laws can be answered [here](#)

**Diversity** – NOAA and NWS are committed to a workplace in which all people are respected as individuals. Information about diversity can be found [here](#)



# Strategic Plans

The NWS and NOAA stand ready to work with partners to better understand and apply science to continue a record of forecast improvements and technology advancements through the 21<sup>st</sup> Century

- ***NOAA Strategic Plan*** – Is NOAA's response for the next five years and beyond to the complex challenges posed for the 21<sup>st</sup> Century: the intensifying national needs of the environment, the economy, and public safety
- ***NWS Strategic Plan*** – Sets the NWS' course toward continued advancements in the 21<sup>st</sup> Century. It identifies the NWS' role for achieving the goals defined in the NOAA Strategic Plan in the context of the Plan's common mission strategies and priorities.

What are these plans all about?



# Training

- There are many opportunities available to enhance job skills and personal well-being
  - Training and Seminar opportunities are available
  - IT Security Awareness Training and NOAA Safety Awareness Training - **REQUIRED** online training for all NWS employees and contractors





# More Training

- [NOAA Training Opportunities](#) – See the training schedule for the Washington, DC Metro area
- [NWS Training Center](#) (NWSTC) develops and teaches performance-oriented courses for hydrometeorological technicians, meteorologists, hydrologists, electronic technicians, and managers
- [Online Training \(E-Learning\)](#) – NOAA employee development system available 24 hours a day, 7 days a week



# Other Web Sites of Interest

- Know what is going on – Stay current reading Focus newsletters. They are delivered directly to you via email







# More Resources

- The [NWS Best Practices and Employee Resources](#) Web site designed for NWS employees. Find out about resources, products and services of NWS, NOAA, DOC and other Federal Agencies
- Get discounts just for being a NOAA employee. Check out NOAA & NIH Recreation & Welfare [\(R&W\)](#)

